



**Alaska Workforce Investment Board  
Department of Labor & Workforce Development**

**DRAFT Executive Committee Minutes  
February 10, 2004**

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**Roll Call**

Members: Alice Galvin, Colleen Ward, Susan Denison, Mona MacAleese, David Stone, Andy Baker, Kris Forrester, Chris Hayes, Gene Kane  
Staff: Kitty Farnham, Patti Swenson, Patrice Parker

**Agenda**

The Agenda was approved as revised. The Unified Plan timeline was deferred until next month. The committee decided to add a report to the March agenda from Mary Lou Madden on the updated status of vocational education.

Colleen Ward asked that the January minutes be revised to note that Dr. Galvin asked that the regional council guidelines be put on letterhead.

**Annual Performance Report**

Mona MacAleese reported on the Assessment & Evaluation Committee's review of the performance report. The committee is very pleased with the latest version of the annual performance report and believes that readers will find it much more easily comprehended. The new format takes a three-pronged approach – then, now and the future – and it makes it much more valuable than just exploring the old data. Special focus will be placed on utilizing the publication to assist in avoiding duplication of programs and services throughout the workforce system. A greatly abbreviated version will be submitted to the Legislature on February 11 to fulfill statutory reporting requirements. Any grammatical or spelling comments from committee members should be sent to PenelopeGoforth by the end of the day.

Colleen Ward made two suggestions – to include a one page Executive Summary on the first page, and to take another look at the recommendations. Who is our audience? There is only one real recommendation for the Legislature. The committee decided to break the recommendations out and have a few strong ones for the Legislature and the Governor, business and industry, and training and service providers. The recommendations should be on the 2<sup>nd</sup> page of the report. The introductory paragraph and the other recommendations could be used as part of the Executive Summary. Both the Executive Summary and Recommendations should be together on one page.

The committee agreed to three recommendations for the Legislature:

- ♦ The Legislature needs to make the State Training and Employment Program a reliable part of the workforce development system.
- ♦ The Legislature should support continuation of TVEP and continue to work with the AWIB in the distribution of these funds.”
- ♦ The Legislature should continue to hold the system accountable, setting standards for funding and expecting a return on our investment.

Two other recommendations were approved for an addition to the other stakeholder’s list.

- ♦ Foster the alignment and investment in a career and technical system for Alaska.
- ♦ Implement the AWIB policies that imbed industry-based skills standards in workforce development and training.

Colleen Ward made a MOTION and Susan Denison seconded it to approve adding the additional recommendations to the annual performance report. Hearing no opposition, motion carries.

The staff will send out the amended report for the committee to review.

### **New Investment Strategy**

Ms. Farnham updated the committee on the New Investment Strategy (NIS). The second round received 24 applications. They are currently performing due diligence, and will finalize the proposals in the next few weeks. There will be a press release. The next cycle closes on 3/31 and the Division is doing everything they can to put out the word all over the state. They are getting significantly more brand new applicants who’ve never applied for these grants before. The reviewers are a small cadre, 10-15 people, who continue to review the proposals. They are seeing new & innovative projects, including the Mekoryuk reindeer herding project. There are several more internship opportunities this time. About 50% of them are new applicants.

Colleen Ward asked if the committee could get an update in the Executive Director’s report on NIS next month? Committee members applauded the Executive Director’s Report – they said it’s very, very helpful and they’ve come to depend on it.

### **Elections/Nominations**

Kris Forrester said there are four eligible candidates for AWIB Chair and Vice Chair, but two have declined to run. Mr. Stone declined to run for Chair, so Mr. Baker is only person on the slate for Chair, and David Stone for Vice Chair.

### **Regional Councils**

Several people & groups have come forward expressing interest. Some small communities are saying they don't want to be bundled up with other areas. Some proposals should be on the docket for April’s meeting.

There's an interesting piece of news. The Congressional Omnibus Bill calls for the Denali Commission to develop regional advisory councils for economic development. Ms. Farnham has been researching how it relates to our efforts. What she's heard so far is that we're on the right track, and the more we can make some progress with grassroots, regionally-owned councils, the more readily they'll be able to implement that provision of the Omnibus Bill. There will be more information by the time the Board meets in April, so if there's a problem with duplication we'll know before the board endorses any regional councils. There shouldn't be any problems with duplication because we're working together with Denali Commission already.

### **Youth Council**

Kris Forrester said the Youth Council met for the first time yesterday. Their first face-to-face meeting is scheduled for March 15-16 in Anchorage. They are hiring a consultant from YCI – it's a wonderful group that has years of experience assisting with successful Youth Council start-ups. Mr. Baker asked if there are youth on the council? Ms. Forrester said that they have two youths right now, but would like to create an ad hoc youth committee to involve youth from all over the state – that's the direction in which they'll be moving. Ms. Galvin asked that the Youth Council members be included in the next ED Report. Ms. Farnham agreed, and said future Executive Director's Reports will also include reports from the Youth Council. Ms. MacAleese asked if there was someone from the disabilities community serving on the council. Ms. Forrester said a name was submitted, but she isn't sure that the person's name has come back from Boards & Commissions yet. Ms. MacAleese replied that it's essential to have that representation and asked that they don't forget about that vital representation.

### **Construction Summit**

Dr. Galvin said there was a nice article on Dick Cattnach and the construction industry in the Anchorage Daily News. Patti Swenson reported that the Construction Summit went well, with lots of good information coming out of it. The group also learned some lessons about how to improve the next forum they hold, including getting the audience even more engaged. The next step is to compile the list of participants, form committees and follow-up on some of the recommendations brought out at the summit. Ms. Farnham added that there was a tremendous amount of information from solid speakers. Mr. Cattnach had a lot of responsibility as did Mr. Andrews. As Ms. Swenson said, there wasn't sufficient time to play out the action steps. Ms. Farnham thanked Ms. Swenson for all the work involved in orchestrating the event.

The Division of Business Partnerships underwent a Program Review. Valuable data points came out of it and it will be forwarded to the Assessment & Evaluation Committee. Went to every grantee and program the division manages. As of 12/31, we have 102 grants, close to 3900 participants, the average cost per participant is \$2400, and about 30% of funds expended. Bottom line pieces of information help keep a pulse on programs. Ms. Galvin asked if we turn into a dashboard indicator, so we can track it quarter by quarter. That's part of the committee's strategic plan. Ms. Ward asked why only 30% was expended for the FY04. Ms. Farnham explained that the transition from three boards to one, especially those affected Municipal programs, was difficult and the

first quarter was slow. However, by the time the year is over, we'll be much more expended than ever before, esp. since we took a 43% cut. We're spending at a better rate and are more obligated than in previous years. The Department is gearing up to increase participants especially in the area of dislocated workers and for the National Emergency Grant for fisheries. We're adjusting our work within the agency to fully expend funds, and we're shooting for an 80-90% level, and also for high performance outcomes. The Department is making good progress on performance indicators. Hopefully, it'll be easier to do, when all the data is in place and it will all be visible on the Clearinghouse.

Colleen Ward made a correction to the ED Report. In the mark your calendar section it should note that the Workforce Readiness Committee (WRC) is going back to Tuesday meetings. The next meeting is on March 2 at 1:30. She invites all Executive Committee members to attend the meeting. It helps to have the committees interlinked. Her committee does have a recommendation – her committee wants to be allotted time on the April Board Meeting agenda, to discuss the future implementation and direction of 02-15, which addresses nationally recognized industry-based skills standards. Both WRC & VTEP have worked on it but came to conclusion that although it's the way they want to go, they can't go forward without resources. Kris Forrester and Helen Mehrkens have agreed to help the committee on it.

### **Industry Priorities**

Ms. Parker reported on committee action. At the committee meeting on January 29, Jeff Hadland reported that according to Research & Analysis's data the industry training priorities set by the board last year are still valid. The committee discussed adding "resource development," including oil, gas and mining, to be consistent with the Governor's resource development initiatives, but the meeting ended before the committee had a chance to vote. She polled them, and they voted to retain the board's industry priorities and to add "resource development" to the list.

Ms. Farnham said that on the tiered approach, we didn't make it first, second and third tier, but we did say health was on top. The other two categories were equal. Construction, IT, and transportation are a function of growth, whereas hospitality, seafood and education are on the list primarily because of their high non-resident hire. At first we did it as tiers, but we were given feedback that said, no don't distinguish it as a third tier. Ms. Ward said she thinks we should keep it categorized, so we don't present seafood in same light as construction. We need to keep them segregated and explain what it means. Which brings us to our new priority of resource development and she thinks we're almost creating a fourth category. It's not necessarily high growth, but it is high non-residency. She'd encourage segregation and a transparent explanation to the board members. Ms. Farnham thinks that it's good and she apologized that it hasn't been clear. For the fourth category, should we put language around it tied into its economic potential? She and Patrice will type it up in a good clear way. It would be nice if we could get it endorsed by the board this week so it can be applied to latest round of NIS. She asked whether they should poll board members later in the week, or vote on it verbally right now.

David Stone made a MOTION to accept the Industry Priorities as set by Policy & Planning Committee and add the fourth category of resource development, which includes mining, oil and gas. Susan Denison seconded the motion. MOTION carried with no objection.

Committee members asked that it reflect the new Industry Priorities in not only the minutes but also on the WebPages, and communicate it to all of our stakeholders. It'll definitely be part of that strategy and it will also be woven into the industry priorities part of the annual report.

Ms. MacAleese asked to speak about the upcoming April meeting. She said that the Goldbelt Hotel, with the rooms set aside for board members, isn't accessible and she'll have to miss any events at the hotel. Ms. Parker said no events are planned at the Goldbelt and the meeting is at Centennial Hall. The only accessible hotels are the Prospector, downtown, and the Aspen, out by the airport. Ms. Parker offered to set up a dinner the night before the meeting, and ensure it's at an accessible restaurant. She'll e-mail members and ask for an RSVP.

### **Ex-Officio Members**

The committee didn't get to vote on the ex-officio members guidelines last meeting. Ms. Farnham reminded the committee chairs that they can move ahead on soliciting ex-officio members – the chairs are empowered. Policy & Planning was supposed to take it up and come up with a final set of guidelines. They'll do it at their next meeting.

### **Committee Report**

Ms. MacAleese gave the Assessment & Evaluation Committee's report. The earlier discussion encapsulated the work they did on the performance report. Other activities covered in their January meeting included a Clearinghouse discussion. The committee was surprised by GeoNorth's proposal for the development of the Clearinghouse web portal and online grants application; the estimated cost including hosting and translation from Linux was much higher than anticipated. Alternative options will be explored within the Division. No word has been received as yet from the governor's office regarding the awards ceremony. A review of resource allocation and grantee performance will be conducted within the committee quarterly with recommendations passed on to the board at large. The committee will consider new recommendations for policies & practices. They will try to follow along the lines of "so what" and they'll do an e-mail round-robin discussion on it – what do we want to do about these numbers, what are the next steps. The next regular meeting will be on February 18.

### **Final Words**

Ms. Farnham announced that she won't be able to attend the next meeting on March 9, but she'll discuss it with the Chair before she leaves town and Ms. Parker will look after meeting preparation.

The meeting ended at 1:31 p.m.